



*St Francis Church of England Voluntary Aided Primary School*

## Lunchtime Play Policy

Policy drawn up by PSHE CO-ordinator

agreed by PSHE Team

ratified by

Date January 2015

<b>Version No</b>	<b>Date</b>	<b>Change/Review</b>
V1.0	?	Policy Adopted
V1.1	January 2015	Policy Reviewed
V1.2	December 2016	Policy Reviewed
V1.3	January 2018	Review due

## Our Approach to Lunchtime Play

In our playground we aim to:

- Provide a safe, stimulating and attractive environment in which children can experience a range of play activities;
- Provide equal access to play opportunities for all children;
- Give children the opportunity to develop social skills through positive interaction with their peers;
- Help children develop a sense of fair play and to understand and respect the needs and feelings of others;
- Encourage children to take responsibility for their behaviour;
- Encourage children to take care of the playground and the equipment;
- Encourage children to share feelings, enthusiasm and concerns about their playgrounds with adults in school and with their families.

### Routines for Inside

- Children walk into the hall and quietly find a place to eat.
- Children who have hot lunches line up quietly at the serving hatch.
- Foundation children come into the hall at 11.50am having washed their hands in their classrooms. Key Stage 1 children start their lunch in the hall at 12:00pm having washed their hands in their classrooms. Key Stage 2 children, having washed their hands in their classrooms, enter the hall with an adult at 12:30pm and wait to be seated. Years 5 and 6 sandwiches operate a rota of sandwiches in their classrooms at busy periods of the year, especially when the staging is in place.
- Children need to wash their hands before entering the hall for lunch.
- If a child needs assistance, they raise their hand and wait for an adult to come to them.
- Children are encouraged to enjoy their lunch and each other's company while sitting at the table.
- A small bell is available at the hatch, if those in the hall need to be stopped for a specific announcement. It is rung at 12:45pm in the hall and children can leave once this happens.
- Any empty packets or containers are placed in the child's lunch box as a way of parents knowing what has been eaten, unless a request is made by the parent.
- Children are responsible for picking up any rubbish (within reason) that they might have knocked onto the floor.
- Children raise their hands if they wish to leave the table and manners are positively reinforced.
- Children carefully return their lunchtime boxes to their class lunch trolleys that are in (or just outside) the hall and go out into the playground from the hall.
- Children only stay in the classrooms during lunchtimes if they are supervised by an adult.

## Routines for Outside

St Francis is an all-weather play time school; the decision as to whether outside play should continue is made by the staff working outside and then communicated via the tannoy. Children must be wearing the appropriate outdoor clothes for the weather.

In order to ensure all children are kept safe, once they are outside, every child must remain outside unless instructed to do otherwise. Outside toilets are provided for all children's use. If a child requires first aid attention, an adult must make the decision whether or not to send them to the first aid station for treatment.

Children need to keep to the paths when they are walking to and from the playground. Once the decision is made in summer to allow play on the fields, children will be informed, although they will still need to walk back on the paths to class after the whistle.

Children are encouraged to play co-operatively with each other and look after our playground equipment. We also have other equipment that is available in trolleys stored in the outdoor PE shed located on the main playground. The School Council meet each year to select the equipment for the coming year.

Lunchtime supervisors monitor the different playground areas and encourage children in playing a variety of games.

A bell is rung by a supervisor ten minutes before the end of break to remind children to tidy equipment away, take a drink and visit the (outside) toilets before the afternoon lessons. By sending a child to collect and then return the bell to and from the staffroom, staff are then informing staff indoors that there are ten minutes left before afternoon lessons commence.

We encourage a positive playtime atmosphere through the use of verbal encouragement and our lunchtime playground star certificates, awarded each week in our celebration assemblies.

When children are outside, if there is any unhelpful behaviour, the child(ren) involved are asked politely to stop. If the behaviour continues, then the child(ren) are requested to walk along with the member of staff for a few minutes in order to calm down or to sit on a bench. Continued behaviour that does not follow the main school rules will result in a child requiring to be supervised by the Deputy Head or Head Teacher.

Parents will be informed by the Head Teacher if there are repeated incidents where behaviour rules are not adhered to.

### Encouraging Positive Play

At the beginning of each year, Playground Leaders are trained up and these pupils take it in turns to be on duty each week. Their responsibilities include playing with children of different ages, help put the lunchtime trolley away, be on the lookout for children who may be sitting on the Buddy Bus Stop. Year 5 pupils have been given this responsibility and they use a mini rota and they generally put away the equipment.

As well as having an extensive play area, children at St Francis have access to a variety of playground equipment. They are encouraged to respect and look after each item of equipment.

The top playground (next to the MUGA) is set aside for all pupils to play quiet games, such as skipping, skittles, stilts, basketball but not football. Play Leaders and adults will set up the games in the area for the children.

New play areas have been added to the school grounds, including the amphitheatre, den building area, climbing walls and fort. Risk assessments for each have been written, which include a schedule of safety checks. Rules for safe co-operative play are provided and explained to each class regularly and a rota is in place for use of the following areas: den building, fort, KS2 play equipment, KS1 play equipment and MUGA. Football is allowed on the MUGA on the given year group's day, with the agreement of the member of staff on duty.

The designated quieter area (outside Year 1 classrooms) is designed to be a calm, quiet area where children must not be climbing on the equipment. KS2 children should ensure that, once KS1 lessons commence, that it is even more imperative that this quietness is observed so that Reception and Year 1 learning is not disturbed.